

[Insert Community Name]

Town Meeting

[Insert Date]

[Insert Location]

[Insert Time]

Sample Presentation Notes

☐ Introduce facilitator and speaker(s)

☐ Introduce distinguished guest(s)

☐ Explain and distribute sign-up sheet

☐ Explain purpose(s) of meeting

The purposes of this town meeting are to:

- Announce award of a Hazard Mitigation Grant Program sub-grant
- Explain local policies, procedures, ordinances, and resolutions
- Answer questions
- Begin acquisition proceedings by asking property owners and tenants to schedule individual meetings

☐ Establish protocol

☐ Present information

☐ Announce award of sub-grant

Identify amount of funds received, number of properties to be acquired, location of properties, etc.

☐ Distribute copies of and explain local policies, procedures, ordinances, resolutions, etc.

Tool III-7, Sample Presentation Notes III

- ☐ Explain milestones

(NOTE TO PRESENTER: Write project time-line and milestones on a chalkboard or easel and pad, or create an overhead transparency. Display to participants. Go over it in detail, “walking” participants through the expected life of the project.)

- ☐ Review voluntary nature of property acquisition

(NOTE TO PRESENTER: See previous town meeting presentation notes.)

- ☐ Review property owners’ obligations

- ☐ Review duplication of benefits (DOB)

- ☐ Request that property owners and tenants sign up for appointments

Before we move on to the question and answer period, I’d like to ask all property owners to please schedule an individual appointment before you leave. Sign up sheets are on the table by the door in the back of the room. The project team would like to meet with each of you individually to answer any more questions you might have and to complete the forms that are required for the project. Tenants, you will only need an individual appointment if your landlord accepts an offer to sell, so you don’t have to sign up yet. After your building is purchased by the city, we’ll contact you to schedule a time. However, since you don’t know yet if your building will be sold, make sure you take a copy of the handout being distributed now.

(NOTE TO PRESENTER: Distribute and review copies of Form III-7, “What should I bring to my individual appointment?” Also distribute a sample copy of a Statement of Voluntary Participation, an Affidavit, and an Income Status Worksheet, if applicable, to property owners; and a sample copy of a Tenant Relocation Assistance Application and Worksheet and Income Status Worksheet, if applicable, to tenants.)

- ☐ Conduct question & answer period/facilitate open discussion.
- ☐ Remind everyone to schedule an individual appointment before leaving.
- ☐ Conclude meeting.